

**City of Atlanta Job Description - Stores Manager**

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**CITY OF ATLANTA, GEORGIA  
CLASS SPECIFICATION**

**Job Title: Stores Manager**

**Date: April 1998**

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**Purpose of Job**

The purpose of this job is to direct and manage the day-to-day activities of a major warehouse facility. Duties include, but are not limited to: supervising staff, managing operations, maintaining inventories, receiving and disbursing supplies and performing additional tasks as assigned by the Resource Manager or Plant Maintenance Chief.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**Work Delegation:**

Supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.

Prepares and maintains records, logs, documentation and inventory systems.

Prepare equipment surplus forms.

Prepare and implement quarterly and yearly inventory counts.

Receives, stores and disburses supplies and materials.

Consults vendors and catalogues for appropriate items and prepares necessary requisitions.

Prepares bid recommendations and evaluations.

Prepares AP's and EPA's.

Assists with annual budget.

**Planning and Organizing:**

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Organizes and prioritizes daily work assignments; works to meet the goals and objectives of the department.

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Plans and organizes the timely execution of plans and reports.

**Communication:**

Communicates effectively, both orally and written, with all department personnel, City officials and outside professionals.

Offers advice and council to Private Citizens, Immediate Supervisor, City Council Members and Staff.

**Employee Development:**

Instructs and counsels staff in coordinating activities, planning work of others and day to day operations.

Responds and corrects situations that arise in regard to employee problems.

**Interpersonal Relations:**

Deals effectively with all personnel within the Public Works Department.

Presents and maintains a professional demeanor in regard to relations with other departments and private citizens

**Marginal Job Functions:**

Performs other related duties as required.

**Knowledge of Job**

Has considerable knowledge of management, store operations, and purchasing practices, policies and procedures as necessary in the completion of daily responsibilities. Ability to develop and administer operations and staff plans and objectives for the expediency and effectiveness of specific duties. Has considerable knowledge of policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. Is able to effectively communicate and interact with subordinates, management, and employees. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and discretion in managing subordinates including the handling of emergency situations. Ability to determine and decide procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Is knowledgeable and skilled in the use of computers. Is able to read, understand and interpret purchasing and store operation reports and related materials.

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**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED required; four years of progressively responsible storekeeping experience which includes one year supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license.

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**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job related machines. Must be able to perform physical labor as well as move or carry related objects or materials. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to communicate with people to convey or exchange professional information.

**LANGUAGE ABILITY:** Requires the ability to read, directions and instructions. Requires the ability to communicate with and before others.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision; to acquire and be able to expound on knowledge of topics related to primary occupation.

**NUMERICAL APTITUDE:** May require the ability to utilize simple mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to coordinate body members in using job related equipment.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.